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**Federal Wage System
Job Grading Standards**



WCPS-2 August 2002

**FEDERAL WAGE SYSTEM
JOB GRADING
STANDARD
FOR
PACKING,
7002**



**Workforce Compensation
and Performance Service**



PACKING, 7002

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WORK COVERED

This standard covers nonsupervisory work involved in preserving and/or packing and repacking equipment, parts, tools, materials, and other items in various types of containers to protect them from damage, deterioration, or corrosion during shipment and storage. The work includes preserving and packing specialized devices, delicate equipment, munitions, weapons, and combustible and toxic materials and substances. The work requires knowledge of various protective devices and cushioning materials, a wide range of preserving and packing procedures and techniques, and of regulatory and safety requirements that apply to preserving, packing, labeling, storing, and shipping standard and nonstandard materials, devices, etc. Most work requires the incidental use of a variety of trade practices associated with related or support occupations such as forklift operating, wood working, mechanical equipment assembly, and materials handling.

This standard cancels and supersedes the Job Grading Standards for Packer, 7002, issued in February 1970 and Preservation Packager, 7004, issued in September 1974.

WORK NOT COVERED

This standard does not cover work that primarily involves:

- Cleaning equipment such as aircraft, engines, electronic equipment, fuel tanks, or using immersion vats or grease pits to remove paint, grease, sludge, oil, carbon, or other similar surface coatings. (See [Job Grading Standard for Equipment Cleaning, 7009](#).)
- Cleaning or preparing surfaces by using sandblasting equipment and machines designed to use sand or other abrasives on metal and nonmetal surfaces. (See [Job Grading Standard for Sandblasting, 5423](#).)
- Preserving mechanical and metal items against corrosion and deterioration such as large powered mechanical systems, vehicles, craft, weapons, and generators where disassembly and assembly are required. The work requires extensive equipment knowledge. (See [Job Grading Standard for Preservation Servicing, 7006](#).)
- Making, installing, and repairing shipping and storage items such as boxes, crates, pallets, and storage bins from wood and wood substitutes using hand and powered tools and machines. (See [Job Grading Standard for Wood Working, 4604](#).)
- Blocking, bracing, staving, and securing cargo for shipment. (See [Job Grading Standard for Blocking and Bracing, 4602](#).)

TITLES

Jobs graded by this standard are titled *Packer*.

GRADE LEVELS

This standard describes three levels, grades 4, 5, and 6. The standard does not describe all possible grades at which jobs might be established. If jobs differ *substantially* from the skill, knowledge, and other work requirements described in the grade levels of this standard, they may be graded above or below the levels described based upon sound job grading methods.

NOTES TO USERS

Work within this series often involves the performance of incidental duties associated with other occupations (e.g., operating a forklift or warehouse tug, repairing shipping and storage containers, or handling materials). This work may be at the same or at different grade levels; such work should be graded and titled in accordance with [OPM's mixed job policy](#), as outlined in Part I of the Job Grading System for Trades and Labor Occupations. Therefore, if the highest level of work performed represents a single occupation (e.g., Wood Worker, 4604) the job should be graded and normally titled according to the highest skill and qualification requirements where such work is performed as a **regular and recurring** part of the job, even if the duties are **not performed for a majority of the time**. The job should normally be coded and titled to the occupation that is most important for recruitment, selection, placement, promotion, or reduction-in-force purposes.

In some work situations, the nature of the work and the items being processed may require workers to have a specific level of security clearance. Although this may be a valid requirement, it is typically a condition of employment, it has no grade level impact upon the work being performed.

7002-4**PACKER, GRADE 4****7002-4**

General: Grade 4 packers follow detailed procedures to perform routine packing work. The work involves packing and repacking a variety of items such as industrial, electronic, and general parts, components, equipment, and other items including printed forms and publications that require a limited variety of packing procedures and techniques. Packers at this level place, arrange, mark, seal, and tag items on pallets and in containers, bins, and bulk storage. They consolidate various items for shipment in accordance with standard operating instructions. Grade 4 packers use standard and specialized prefabricated cartons, boxes, metal containers, and other packing materials and devices including tapes, seals, stretch wrap, staples, bands, as well as vermiculite and other cushioning materials. They use various types of desiccants in packing some items to prevent or limit moisture and inhibit corrosion. Grade 4 packers use standard tools such as hammers, screwdrivers, pliers, and power saws and specialized packing devices such as strapping tools, stapling and binding devices, vacuum and heat sealing machines, and tape and wrap dispensers. They use weight handling equipment such as handlifts, pallet jacks, dollies, and electric lifts to position and/or transport materials prior to and after packing. When processing, identifying, and labeling materials for shipment, grade 4 packers use both manual and computer-generated instructions to access specialized packing requirements. For example, overseas shipments typically require special packing provisions in accordance with standard and international regulatory requirements. In automated work situations, grade 4 packers operate computers, optical readers, and scanners (i.e., bar code wands) to input and retrieve information from the supply system regarding packing requirements, storage conditions, and locations and to create labels that contain necessary shipping and storage information as part of their packing duties. They assist higher grade packers in preparing and applying preservative coatings and materials to parts, tools, and equipment. Grade 4 packers may also perform collateral duties that involve limited repairs to shipping and storage containers (e.g., securing or replacing loose or broken boards) and assist other workers in fabricating boxes as part of their packing duties. In some work situations, they assist higher grade packers in packing and processing hazardous materials.

Skill and Knowledge: Grade 4 packers have knowledge of routine packing procedures, techniques, and equipment as well as basic warehouse procedures. In addition, some work at this level requires that packers have a basic knowledge of a limited number of preservation techniques and skill in the application of the associated preservatives. Grade 4 packers have skill in using a limited variety of packing procedures and techniques. They have knowledge of shipping documents and can identify shipping requirements and procedures for specific items using manual or automated processes. Grade 4 packers have skill in using stitchers, heat sealers, cutters, and hand and power tools. They have skill in the operation of conveyer line consoles and in the identification of various categories of equipment and materials when working on automated conveyor lines. They have skill in completing manual and computerized forms and shipping documents regarding stock description, units of issue, weight, quantity, and labeling requirements for incoming and outgoing materials and equipment. Packers at this level use basic arithmetic and standard formulas to determine size and volume of packing containers and materials. They have skill in assembling standard shipping boxes and packing contents securely

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for routine (nonsensitive) type items. They have skill in the use of manual dollies, electric jacks, and pallet manipulators. Grade 4 packers are able to identify damaged materials and take appropriate action.

Responsibility: Grade 4 packers receive detailed instructions from a higher grade worker or supervisor that indicate the items to be packed and the specific type of packing containers and materials to use. Grade 4 packers complete routine assignments with limited review of work in progress by the supervisor. They check work orders (e.g., packing, shipping, and storage documents) to determine the number and type of items to be packed, and to insure that the items received for packing match those described in the documents.

A higher grade worker or supervisor checks to see that completed assignments meet work requirements. They provide technical advice on new or unusual problems, such as the steps to take when the quantity or types of items received for packing do not match those called for in shipping or packing documents or when a substitute packaging material or container may be used.

Physical Effort: Grade 4 packers perform work on hard surfaces and in areas that require frequent standing, stooping, bending, and working in tiring and uncomfortable positions. Packers at this grade frequently lift and carry parts, equipment, and packed containers that weigh up to 18 kilograms (40 pounds) and may be required to lift and carry, with assistance, items weighing up to 32 kilograms (70 pounds).

Working Conditions: Grade 4 packers typically work in well lighted, heated, and ventilated areas. They occasionally work outside or in areas that are drafty and poorly lighted. The work is sometimes dusty, dirty, and greasy. They are frequently exposed to the possibility of cuts, scrapes, and bruises. When working with packing foams or various types of preservatives, grade 4 packers may be exposed to noxious fumes, skin irritants, and flammable chemicals. In certain work situations involving hazardous materials, grade 4 packers wear protective clothing, respirators, and other specialized protective devices, in addition to their basic protective equipment (e.g., hard hats, safety glasses and shoes, and ear plugs).

7002-5**PACKER, GRADE 5****7002-5**

General: Grade 5 packers perform all aspects of standard preservation and/or packing work that require numerous procedures and techniques. They preserve a wide variety of equipment, parts, tools, materials, and other items. They work independently following oral, written, or computerized instructions. They follow established preservation and packing techniques and use standard containers and packing materials. Grade 5 packers determine the type and level of protection required to ensure undamaged shipment and storage of items to local, nationwide, or overseas locations based on agency, Federal, international, and other applicable shipping regulations. Grade 5 packers use a wide variety of packing and preservation materials and packing techniques such as "foam-in-place," electro-sensitive discharge, item fast packs, special purpose and multi-application reusable containers and other procedures to protect sensitive electronic equipment, mechanical devices, and precision parts. When working with hazardous materials such as chemicals, acids, pesticides, combustibles, explosives, munitions, poisons, and radioactive materials they follow specialized safety and regulatory requirements and procedures that apply to all aspects of hazardous material handling, shipping, labeling, storing, and packing. They may operate remote computer terminals to receive and transmit labeling, inventory, packing, and shipping data from or into a central facility data bank. Packers at this level independently operate forklifts, tugs, trucks, and warehouse platform lifts. They brace sensitive materials and equipment within containers for shipment, and determine packing and preservation requirements for non-standard items. Grade 5 packers perform standard preservation tasks using a variety of techniques to protect material and equipment from corrosion, deterioration, and damage during storage and shipment. They use chemicals, solvents, preservatives, drying techniques, barrier materials, vacuum equipment, and heat sealing machines to clean and preserve a variety of items such as mechanical parts, medical supplies, delicate instruments, and radioactive items and other types of equipment. In some work situations, packers at this level may modify or construct standard shipping and storage containers.

Skill and Knowledge: Grade 5 packers have knowledge of a variety of preservation and packing techniques. They have detailed knowledge of different types of standard packing containers, protective devices, and cushioning, packing, and preservation materials. They apply their knowledge of agency, Federal, and international regulatory requirements to store, pack, and ship standard, hazardous, and specialized equipment and items including sensitive and classified materials and other items requiring tamper proof seals. Packers at this level have skill to fabricate and/or assemble containers such as tri-wall reinforced fiberboard boxes, fast packs, metal drums, cleated panel boxes, and sheathed crates. Some grade 5 packers have knowledge of a limited range of woodworking techniques and procedures sufficient to construct or modify standard shipping or storage containers. Grade 5 packers have skill to secure and pack sensitive or non-standard items. They are knowledgeable of non-standard packing techniques and materials such as bracketing, slot hanging and suspending, foam-in-place, and barrier bag sealing. Grade 5 packers have skill in the use of manual or computerized equipment to access regulatory and shipping databases for instructions regarding packing, shipping, and labeling of

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national and international shipments. They have general knowledge of specialized shipping requirements and are able to research packaging data files to determine requirements for cushioning, desiccants, preservatives, and wrap barrier requirements for a specific item or piece of equipment.

Packers at the grade 5 level have a thorough knowledge of standard preservation techniques and materials and safety procedures. They have skill in the application of various chemicals, solvents, preservative oils, corrosion sealants, and greases in preservation procedures. Grade 5 packers have skill to perform partial disassembly of mechanical items requiring preservation, for example, removal of accessible engine parts. They have skill in the use of fogging guns, vacuum guns for barrier wrap sealing, foam-in-place equipment, and stretch wraps. Packers at this level have skill in the use of barrier wraps with internal cushioning to prepare items such as small arms, engine accessories, and mechanical parts for shipping or storage. Grade 5 packers have skill in the use of standard formulas based on interior dimensions of the container to determine amounts of preservative needed for storage or shipment of items requiring moisture-free conditions.

Responsibility: Grade 5 packers receive supervision from their immediate supervisor who gives instructions on new or changed policies and procedures. The supervisor or higher grade employee provides technical guidance to resolve difficult or unusual problems. Grade 5 packers perform most tasks independently, using their knowledge and skill in packing and preservation work to interpret manuals, instructions, and regulatory requirements. The supervisor provides technical direction on new or unusual assignments. Completed work is spot checked by the supervisor for compliance with instructions, standard operating procedures, and quality of work and timeliness.

Physical Effort: Physical effort at this level is the same as that described at [grade 4](#).

Working Conditions: Working Conditions at this level are the same as those described at [grade 4](#).

7002-6**PACKER, GRADE 6****7002-6**

General: Unlike the grade 5 packers that perform standard preservation and packing work, grade 6 packers also perform a wide variety of standard and specialized preservation and/or packing work. Grade 6 packers preserve and/or pack items that typically require special documentation and custom packing, handling, preservation, and shipping procedures to comply with a wide variety of regulatory requirements. Grade 6 packers independently determine the materials, containers, devices, and preservatives needed to prepare the full range of standard and specialized materials and equipment for custom packing, shipment, or storage. Grade 6 packers select packing materials and determine methods of preservation, protective cushioning, and bracing requirements taking into consideration factors such as size, type, weight, fragility, method of transportation, storage facility, and final destination. Packers at this level perform work that meets all Federal and international regulatory packing and shipping requirements. In some work situations, they use computerized equipment to access regulatory requirements for packing hazardous items. They prepare and process all documentation, special handling labels, shipping codes, and required safety data. Preservation work at this level is performed independently. The preservation work requires the application of oils, powders, desiccants, mists, drying agents, and other preservation materials to equipment and parts, some of which have surfaces that are difficult to access. Some work requires limited disassembly and assembly of equipment to access and apply preservatives, for example, the removal of spark or glow plugs to have access to engine cylinders. Grade 6 packers use numerous application techniques such as wiping, dipping, and brushing on preservatives. In some work situations, grade 6 packers may construct or assist other workers in the construction of specialized storage and shipping containers and other items such as wooden crates, dividers, and protective shipment framing in support of their primary duty.

Skill and Knowledge: Unlike grade 5 packers who work according to established guidelines and instructions that require knowledge of a variety of preservation and packing work, grade 6 packers must have an in-depth knowledge of a wide variety of preservation processing methods and techniques and/or an in-depth knowledge of a wide variety of standard packing methods and techniques. They have detailed knowledge of various types of protective devices, cushioning techniques, documentation requirements, preservation materials, and application techniques. Packers at this level have detailed knowledge of specialized techniques for preservation and/or custom packing. They have a thorough knowledge of agency, Federal, and international packing and shipping requirements for hazardous and non-hazardous materials and items. Grade 6 packers compute size, weight, and material requirements. They have skill in the selection and application of a wide range of preservation materials. They have skill in the construction of cradling and protective forms from illustrations and specifications. Grade 6 packers have skill to determine weight support points for larger and irregular mechanical items and devices and to fabricate support bracing and blocking to prevent shifting or breakage. Packers at this level have a thorough knowledge of manual and automated processing procedures and documentation requirements to prepare and verify shipping documents for correct safety and destination coding, classifications, and hazardous material handling criteria. They have skill in the set up and

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operation of carton making equipment. They have skill in the use of computers and computerized equipment to prepare, access, or process documentation using a stand-alone or central data-based system. Grade 6 packers have skill in the preparation of all documentation for hazardous materials to be packed, stored, and shipped including the visual assessment of their physical condition and their quantity, size, and specialized handling or storage requirements. They have a thorough knowledge of overall warehouse procedures, space utilization techniques, and condition discrepancy coding, as well as specialized procedures to safely handle, pack, store, label, and ship hazardous materials. They have skill in the use of packaging and preservation equipment, preservatives, and specialized processes including heat sealers, shrink wraps, foam-in-place packaging, electro-sensitive discharge materials handling, and sensitive/classified material handling, as well as desiccants, preservative oils, and cleaning solvents.

Responsibility: Grade 6 packers receive work assignments from their supervisor. They are required to comply with all safety and regulatory requirements relating to preservation and packing. Unlike grade 5 packers, grade 6 packers work with a high degree of independence in determining the methods and techniques to preserve and/or pack a wide variety of standard and non-standard items. They use judgment in selecting materials and determining work sequences when instructions are incomplete or involve specialized types and sizes of materials to be preserved and/or packaged. They provide technical guidance to lower level workers in preserving and packing specialized and sensitive equipment, including hazardous material packing. Completed work is spot checked for compliance with packing/preservation requirements by a supervisor.

Physical Effect: Physical effort at this level is the same as that described at [grade 4](#).

Working Conditions: Working conditions at this level are the same as those described at [grade 4](#).

